

EPA Official Record

Mail ID: 0f36319f48c8438280c40190087d18c6

From: Aoyama, Joyce

To: Kaplan, Heidi

Delivered Date: 03/25/2014 02:21 PM EDT

Subject: RE: Position Description Files

Attachment: In-House Records Destruction Form OMP-HRU 0559b 3-25-14.docx [31 KB]

Here's the In House Records Destruction form. I partially filled it out for you. If you email me the contents (listed out generally) and the date range, I can create a box for you. Let me know!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Kaplan, Heidi
Sent: Tuesday, March 25, 2014 11:00 AM
To: Aoyama, Joyce
Cc: Zurey, Ed; Wolfe, Jennifer
Subject: RE: Position Description Files

Thank you for the timely reply, Joyce!

This is very helpful.

Take care,

Heidi Kaplan
U.S. Environmental Protection Agency, Region 10
Human Resources Unit
O: (503) 326-3686
F: (503) 326-3399
kaplan.heidi@epa.gov

From: Aoyama, Joyce
Sent: Tuesday, March 25, 2014 10:58 AM
To: Kaplan, Heidi
Subject: Position Description Files

Hi Heidi,

I received your message and I found the following schedule for position descriptions. Please take a look to see if it matches your records (highlighted). Let me know if you have questions. I can also come up and take a look at them too. Thanks!

EPA Records Schedule 0559

Status: Final, 12/31/2013

Title: Position Classification Files

Program: Personnel

Applicability: Agency-wide

Function: 403 - Human Resources Management

NARA Disposal Authority:

- General Records Schedule 1/7

Description:

Consists of records relating to classification of positions within the organization.

Disposition Instructions:

Item a(1): Position classification standards files

NARA Disposal Authority: General Records Schedule 1/7a

- **Disposable**
- Destroy when superseded or obsolete.

Item a(2)(a): Case file

Includes correspondence and other records relating to the development of standards for classification of positions peculiar to EPA, and OPM approval or disapproval.

NARA Disposal Authority: General Records Schedule 1/7a(2)(a)

- **Disposable**
- Destroy 5 years after position is abolished or description is superseded.

Item a(2)(b): Review file

Includes correspondence and other records relating to the development of standards for classification of positions peculiar to EPA, and OPM approval or disapproval.

NARA Disposal Authority: General Records Schedule 1/7a(2)(b)

- **Disposable**
- Destroy when 2 years old.

Item b: Position descriptions

NARA Disposal Authority: General Records Schedule 1/7b

- **Disposable**
- Destroy 2 years after position is abolished or description is superseded.

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax